

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Contracts and Bids

**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division

**AUTHORIZED BY:** Ray Hooper **CONTACT:** Ray Hooper **EXT.** 7111

**Agenda Date** 6/10/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:**

**BACKGROUND:**

**PROFESSIONAL SERVICES**

10. **Approve Second (Final) Renewal for PS-590-01/BJC – Continuing Contracts for Engineering Services for Minor Roadway and MSBU Design Projects (construction costs less than \$500,000.00), with Inwood Consulting Engineers, Inc., Oviedo; Metric Engineering, Winter Park; Professional Engineering Consultants, Inc. (PEC), Orlando and TEI Engineers & Planners, Lake Mary (Not-to-Exceed \$1,000,000.00 per year) (Aug 30, 2003 through Aug 29, 2004).**

<b>Reviewed by:</b>
<b>Co Atty:</b> _____
<b>DFS:</b> _____
<b>Other:</b> _____
<b>DCM:</b> <u>[Signature]</u>
<b>CM:</b> <u>[Signature]</u>
<b>File No.</b> <u>CFSP00</u>

PS-590-01/BJC provides for the preliminary and final design services including but not limited to the following types of projects:

1. Roadway Reconstruction Projects
2. Roadway Traffic Safety Projects
3. Intersection Improvements
4. Drainage System Analysis
5. Storm Drainage System Analysis
6. Bridge and/or Structure
7. Traffic Signals
8. Other Related Civil Engineering Activities

Inwood Consulting Engineers, Inc., Oviedo; Metric Engineering, Winter Park; Professional Engineering Consultants, Inc. (PEC), Orlando and TEI Engineers & Planners, Lake Mary have agreed to renew their agreements for the period August 30, 2003 through August 29, 2004. The estimated usage for this specific period will not exceed \$1,000,000.00 per year. Authorization for performance of professional services by the Consultants under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultants. The work and dollar amount for each Work Order will be negotiated on an as-needed basis for each project.

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the renewal and authorize Purchasing to notify the Consultants of such action.

**11. Approve Amendment #1 for PS-586-01/BJC – Solid Waste Management Engineering Services, with SCS Engineers, Tampa.**

PS-586-01/BJC provides three consultants for full-service professional engineering services to the Solid Waste Management Division. The Consultants provide on-going professional engineering services on an as-when and needed basis to the active solid waste landfill, closed solid waste landfills, recycling facilities, transfer station, citizen service areas that support solid waste activities and other facilities as directed by the Solid Waste Manager.

Amendment #1 will provide for an increase to the billing rate per hour for one consultant, SCS Engineers of Tampa. SCS Engineers has requested an increase in hourly rates due to inflation and other factors. The rate increase information is contained in the backup material. The proposed rate schedule will be effective after approval and will apply to future Work Orders awarded to SCS Engineers. After reviewing the request the revised hourly rates are considered within fair market value for engineering services.

Environmental Services Department/Solid Waste Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve

the request and authorize the Chairman to execute the Amendment as prepared by the County Attorney's Office.

## **REQUEST FOR PROPOSALS**

- 12. Award RFP-4183-03/JVP – Term Contract for County-Wide Document Scanning of Paper Files, to Jiffy Reprographics of Clearwater (Primary Vendor) and DRS Group of Lake Mary (Secondary Vendor) (\$266,672.00 per year for both Contracts).**

RFP-4183-03/JVP will provide for all labor, materials, equipment, coordination and incidentals necessary to convert County-wide paper documents to electronic format as described in the statement of work.

This project was publicly advertised and the County received nine (9) responses. The Evaluation Committee, which consisted of Kimberly Zanotti, Imaging Coordinator/Information Technologies/GIS; Craig Shadrix, Program Manager/Planning and Development/Community Resources and Marie Lackey, Stormwater Technician, Public Works evaluated the two lowest priced submittals.

Consideration was given to each firm's references, security arrangements, quality control and operation plan in determining technical acceptability. The two lowest priced offers were determined to be technically acceptable and there was no need to evaluate the remaining six submittals. One response was found to be non-responsive for taking exception to the solicitation's requirements.

The Evaluation Committee recommends award of the contracts to Jiffy Reprographics of Clearwater, as a Primary vendor and DRS Group of Lake Mary as a Secondary vendor. The estimated annual amount for both contracts is \$266,672.00 per year. The agreements will take effect on the date of its execution and shall run for a period of three (3) years and may be renewed for two (2) successive periods not to exceed one (1) year each. Authorization for performance of services by the Providers under this agreement shall be in the form of written Purchase Orders issued and executed by the County. The work and dollar amount for each Purchase Order will be negotiated on an as-needed basis for each project.

Information Technology/GIS, Planning and Development/Community Resources and Fiscal Services/Purchasing and Contracts Division recommend the Board approve the project and authorize the Chairman to execute the Agreements as prepared and approved by the County Attorney's Office with no major deviation of terms and pursuant to the scope of services in the RFP documents.

- 13. Award RFP-4184-03/JVP – Term Contract for Electronics Collection and Recycling Agreement, to Creative Recycling Systems, Inc., Tampa (Not-to-Exceed \$150,000.00 for 3 year period).**

RFP-4184-03/JVP will provide for electronics collection and recycling services for Seminole County. The scope of services will include the end-of-life electronics collection, reuse, recycling, de-manufacture and transportation services. The Contractor will also provide for the proper disposal for scrap and waste items, including contract with, and transport to, a duly authorized disposal site for electronics unable to be reused or recycled. End-of-life electronics include items such as old computers and television sets. These items can contain high levels of lead and other heavy metals that can be hazardous when discarded. Fortunately, end-of-life electronics can be recycled by specialized firms.

This project was publicly advertised and the County received four (4) responses. The Evaluation Committee, which consisted of David Gregory, Solid Waste Manager; Colleen Puglisi, Senior Coordinator/Solid Waste Division and Tom Waters, Principal Coordinator/Solid Waste Division, evaluated the responses. The evaluation was based on qualifications of the firm and proposed personnel, project understanding and approach, relevant experience, ability to perform and provide required services and price proposal. The procurement was a low-price, technically acceptable request for proposal, and the lowest priced proposal was selected.

The Review Committee recommends award of the contracts to Creative Recycling System, Tampa with an estimated annual amount of \$50,000.00 per year. The agreement will take effect on the date of its execution and shall run for a period of three (3) years and may be renewed for two (2) successive periods not to exceed one (1) year each. Authorization for performance of services by the Providers under this agreement shall be in the form of written Purchase Orders issued and executed by the County. The work and dollar amount for each Purchase Order will be negotiated on an as-needed basis for each project.

Environmental Services/Solid Waste Division and Fiscal Services/Purchasing and Contracts Division recommend the Board approve the project and authorize the Chairman to execute the Agreement as prepared and approved by the County Attorney's Office with no major deviation of terms and pursuant to the scope of services in the RFP documents.

- 14. Approve the mutual termination of RFP-4113-A-01/BJC – Midway Community Center Non-Residential Lease and Agreement for Management and Operation with Eagles Landing Enterprise, Inc., Sanford (Lease of the building for \$1.00 per year).**

RFP-4113-A-01/BJC provided for the promotion of the community recreational activities and supported activities such as the provision of teenager and senior

citizen programs including vocational education. Due to budgetary constraints, Eagles Landing Enterprise, Inc. will vacate the building on May 31, 2003 and staff will issue a new RFP for the occupancy of the building.

Administrative Services/Support Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to authorize the Chairman to execute the mutual termination agreement as prepared by the County Attorney's office.

## **OTHER**

**15. Approve Amendment #3 to M-56-98/BJC – Utility Relocation for SR 434, Phase II with Rockett & Associates, Orlando (\$139,020.89).**

M-56-98/BJC provides for a continuation of the design of the SR 434- Phase II relocation of the utility for the Florida Department of Transportation (FDOT) road-widening project.

Amendment #3 will add hours for construction administration and inspection. This is a Florida Department of Transportation (FDOT) project with utility relocates by an FDOT contractor via Interlocal Agreement between the County and FDOT. The construction is taking longer than anticipated and is requiring a full-time inspector presence, including night work and weekends. The completion time for this project is November 2004. The following is a summary of the cost of the project:

Original Contract Sum	\$122,552.59
Amendments #1-2	156,640.33
Add Amendment #3	<u>139,020.89</u>
Revised Contract Sum	\$418,213.81

Funds are available in account number 087801-56065000 (Water and Sewer, Construction in Progress) CIP #DF885241X. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Chairman to execute the Amendment as prepared and approved by the County Attorney's Office.